



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

September 17, 2003  
CN-12-04

TO: School Food Authority

FROM: Carol Foxhoven  
Financial Services Team Leader  
Student Services Division

SUBJECT: Attendance Factors

When School Nutrition Program applications are renewed each year, an attendance factors is assigned to each site under a school food authority (SFA). This attendance factor is used by the SFA to conduct daily edit checks and on the monthly reimbursement claims.

For public school districts and charter schools, the attendance factor is based on previous school year's 100<sup>th</sup> Day ADM information reported to the School Finance Division. Private and BIA schools are assigned a 98% attendance factor by the Child Nutrition Programs office. Correctional and residential childcare institutions are assigned 99%. The attendance factor assigned to your SFA can be found in CNP Web on the site applications.

Some SFAs exceed their attendance factor edit checks due to fluctuation in participation. When the daily edit checks or reimbursement claims are in error due to an attendance factor that is too low, a new attendance factor may be calculated using the attached form. Complete the form for each site that has a higher attendance factor than the one provided and fax it to our office. Once our office approves the new attendance factor, each applicable site will be updated in CNP Web. Meal counts should not be adjusted to make the claim pass the edit check.

If you have questions regarding attendance factors or need assistance calculating a new attendance factor, please contact the Program Assistant assigned to you. The name and phone number of your Program Assistant can be found on the online application or call (602) 542-8700.